



USAID | AFGHANISTAN

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Solicitation is open to: Internal Candidates
Position Title: Supervisory Financial Analyst
Type of vacancy: Single
Opening date: May 1, 2014
Closing date: May 15, 2014
Vacancy announcement #: USAID/306/14/49/OFM
Work hours: 40 hours (Full time)
Position Grade: FSN-12

The United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of Supervisory Financial Analyst in the Office of Financial Management (OFM).

BASIC FUNCTION OF THE POSITION:

The FSN Supervisory Financial Analyst (FA) is a senior level position, located in USAID/Afghanistan's Office of Financial Management, Financial Analysis Section (OFM/FA). The incumbent is responsible for managing the day-to-day operations of the OFM/FA Section and overseeing the work of Eleven (11) FAs who manage USAID/Afghanistan's current program pipeline of about \$1 billion. S/he serves as principal advisor to the Controller, Deputy Controller and other OFM Sections, the Strategic or Assistance Objective (SO or AO) teams, Mission Management, Agreement/Contracting Officers (AO/CO), AO/CO's Technical Representatives and implementing partners in matters relating to the financial management of program funds including but not limited to funding mechanisms, budgets, accrual development, expenditure tracking, internal controls and audits. S/he reports directly to the Deputy Controller or his/her designee.

MAJOR DUTIES AND RESPONSIBILITIES

- Manages critically important components of the Audit Management Program (AMP) to ensure recipients' compliance with the Agency's audit requirements outlined under OMB Circular A-133 for U.S. organizations, the Guidelines for Financial Audits Contracted by Foreign Recipients and the Administrator's Accountable Assistance for Afghanistan (A3) initiative which requires 100% audit of the local incurred program cost by USAID implementing Partners in Afghanistan. Directs the development of the Mission's annual audit inventory and audit management plan and ensures that the plan is implemented. Provides guidance to the FAs, recipients and audit firms on the requirements of the Recipient Contracted Audit Guidelines. Coordinates with the technical office and OIG/Afghanistan on the development of scopes of work for agency-contracted audits and the timely performance of such audits. Assists the Deputy Controller in coordinating tasks related to the conduct of performance audits/inspections by OIG, SIGAR and GAO such as scheduling entrance/exit meetings, responding to data calls, preparing the Mission's official response to draft and final audit reports. Acts as OFM's principal coordinator/liaison between and among the technical offices, RIG, GAO, SIGAR and M/CFO/APC in resolving and closing audit recommendations. Takes the lead in tracking the status of performance audits, financial audits, in-house financial reviews, and host

country implementing agency assessments in accordance with the Mission's audit management plan. Takes the lead in tracking and reporting on the status of audit recommendations to Mission Management, USAID/W, and SIGAR.

- Conceptualizes and develops contract scopes of work and oversees the work of contracted local/regional audit firms under blanket purchase agreements executed for the purpose of providing services to USAID in the performance of pre-award surveys, financial reviews, audit assistance to OIG, and other technical services as may be required by USAID. Evaluates the quality of the work done and reports issued by the contracted firms and measures their performance in accordance with established criteria. As the Controller's designee, leads the Financial Analysts in the conduct of the annual Federal Managers' Financial Integrity Act (FMFIA) internal control reviews. Also leads the FA team in the conduct and follow-up actions identified through the analytical FMFIA review in coordination with other technical and management offices, in preparation of the Mission's annual certification to the Bureau's Assistant Administrator. Performs other job-related duties assigned such as but not limited to: review of long-outstanding bills, generating or reviewing ad hoc financial reports, reviewing problematic/questionable payment claims, translating documents to/from Dari/Pashtu and English, and others.
- Manages the FA Section's workload, assigns tasks and responsibilities to each FA and leads the FA Section in actively participating in SO/AO Team activities (such as concept paper reviews, portfolio reviews, proposal evaluations, monitoring and evaluation, etc.) to ensure the effective performance and adequacy of required financial analyses in the design, development, and implementation of USAID-funded projects/program. Provides guidance to and reviews the quality of the work of FAs to ensure reasonableness of budgets, appropriateness of the methods of financing, and adequacy of financial reporting and audit requirements in activity approval documents. Also provides guidance to and reviews the quality of work of the FAs in regard to their review of activity implementing documents such as contracts, grants and cooperative agreements with non-government organizations,. Performs quality control for Mission's quarterly accrual estimates by COTRs and program managers, manages the program pipeline analysis and reporting, and oversees the preparation of required monthly/quarterly and ad hoc reports related to program funds. Evaluates the performance of the FAs under his/her supervision. Assesses the training needs, develops and implements training and individual development plans (IDPs) for each FA. Provides for an environment that promotes harmonious working relationships, teamwork and high morale within the FA Section as well as teamwork with other OFM sections, technical and support offices within the Mission.
- Directs the performance by the FAs or contracted audit firms of pre-award surveys or limited reviews of partner organizations' financial management systems to ensure conformity with generally accepted accounting principles and USAID standards and requirements. Conceptualizes and directs the performance of financial reviews or payment verification procedures to ensure recipients/contractors' compliance with financial reporting requirements and verify if costs incurred by recipients are authorized in accordance with pertinent agreements.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: A Bachelor's degree in accounting, financial management, audit or other related financial field is required. Having a license as a Certified Public Accountant, membership in/certification by the Association of Chartered Certified Accountants (ACCA) or some credits toward accreditation with the ACCA, and/or post graduate studies in business administration or other related field is highly desirable.

Prior Work Experience: A minimum of 8 years of progressively responsible experience in professional accounting, auditing or financial management in an international organization, non-governmental organization or public/private institution is required. Out of the total 8 years experience, at least two (2) years should be with an international organization and at least two (2) years should be at a supervisory level.

Language Proficiency: Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashtu is required.

Knowledge: Incumbent must have a comprehensive knowledge of professional accounting principles, theories, practices and terminology as well as commercial accounting, budgeting and financial reporting practices. An extensive background in financial management and administrative operations and practices for effective performance of financial evaluations/reviews is needed. A thorough knowledge of laws, regulations and procedures associated with financial management as well as a thorough understanding of how activities are designed, developed, implemented, monitored and evaluated is needed.

Skills and Abilities: Ability to conduct analytical and investigative reviews and evaluations of: (1) activity proposals in order to determine soundness and effectiveness of financial arrangements and (2) financial and administrative management operations including human resource management and procurement processes as required. Must be able to detect weaknesses and strengths of development and management activities; collect data accurately and perform appropriate analysis of relevant information; develop appropriate and actionable recommendations; and present findings and conclusions in a clear and concise manner, both orally and in writing. Advanced computer skills and excellent communication and leadership skills are required.

HOW TO APPLY

Applicants are requested to submit a complete application package which must include all required documents to afpakjobs@usaid.gov and AfUSAIDJobs@state.gov with a **Subject line: (Supervisory Financial Analyst (OFM 1449))**

ANY/ALL application submissions after the closing date of May 15, 2014 will not be considered.

REQUIRED DOCUMENTS:

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**
2. **Application for Employment (AE) as a Locally Employed Staff (DS-174)**
http://kabul.usembassy.gov/job_opportunities2.html
<http://www.state.gov/documents/organization/136408.pdf> and/or
3. **A current resume or curriculum vitae that provides the same information found on the DS-174 form;**

(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS 174 will be required in order to advance in the process.)

Note:

- Ø Only Short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Female applicants are encouraged to apply.

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**